



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 2715

Dated : 03 April 2024

Pranati Rani Das (33750)  
Deputy General Manager  
Sonali Bank PLC  
Ramna Corporate Branch  
Dhaka, Bangladesh.

**Subject : Sanction of 30 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Sir,

Please refer to the letter no. 702 dated 21 March 2024 of Sonali Bank PLC, Ramna Corporate Branch, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Ramna Corporate Branch, Dhaka, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit U.S.A. under the following terms & conditions:

**Terms & Conditions :**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
- 2) The Period of travelling will be adjusted from earned leave.
- 3) Over stay in abroad will not be allowed.
- 4) This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action to :**

01. The General Manager, Sonali Bank PLC, Ramna Corporate Branch, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office Dhaka